OUTLINE SHEET 4.1

Marking of Classified Information

REFERENCES

SECNAV M-5510.36, Chapter 6
EO 12958, As Amended, Classified National Security Information

OUTLINE

A.   Basic Marking Policy   (ISP 6-1)

   1.   Purpose of marking is to:

      - Alert holders
      - Identify the exact informational elements that need protection
      - Indicate the classification level assigned to the information or material
      - Provide guidance on downgrading and declassification
      - Give information on the classification sources(s) and reasons for classification
      - Warn holders of special access, control, or safeguarding requirements

   2.   Proper marking is responsibility of the original or derivative classifier. General exceptions:

      a.   Any article or portion that has been officially released and has appeared in public domain shall have no classification or associated markings

      b.   Information provided to foreign governments, embassies, mission, or similar offices within the U.S., shall only be marked per paragraph 6-13 ISP

      c.   Classified documents shall not be marked if the markings themselves would reveal a confidential source or relationship or a confidential human intelligence source not otherwise evident in the document

   3.   Mark all products that contain classified information regardless of medium by which it is revealed, such as: Publications, correspondence, reports, studies, manuals, letters of transmittal, briefing slides, transparencies, photographs, emails, messages, etc.

4. Marking is required on all IT systems and electronic media, including removable components that contain classified information

   a. IT systems include any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information

   b. Electronic media includes USB drives, flash drives, pen drives, CDs, scanners, videotapes, floppy disks, recordings, etc.

   c. IT systems that process classified data, in forms other than traditional documents, such as weapon, navigation, and communication systems also require appropriate marking

B. DON Command and Date of Origin (ISP 6-2)

DON Command Name and Date of Origin must appear on every classified document (see figure 4.1-1)

C. Overall Classification Level (ISP 6-3)

1. Overall classification – Highest classification of information contained/revealed by the classified media (see figure 4.1-1)

   a. Conspicuously marked (i.e., letters larger than text) on media. Stamp, print or permanently affix

   b. Interior Page Markings **(ISP 6-4)**

      Method 1: Mark each interior page (except blank pages) top and bottom center with highest overall classification level of the document

      Method 2: Mark each interior page top and bottom center with the highest classification it contains (including UNCLASSIFIED), e.g., if page only contains unclassified information mark it "UNCLASSIFIED" top and bottom center

2. Publications – Place overall classification in the margins top and bottom center on pages as shown in figure 4.1-2)

3.   Correspondence (see figure 4.1-1)

a.   First Page – Type overall classification at upper
      left, two lines above "From:" line

b.   Place classification level initials (C, S, or TS)
      before serial number on all Navy classified
      correspondence

c.   All pages – Stamp letters top and bottom center
      margins with overall classification

THIS LETTER IS UNCLASSIFIED BUT MARKED SECRET FOR TRAINING PURPOSES ONLY

Figure 4.1-1. Marking Elements - Correspondence.

4.   Messages

a.   Highest overall classification done automatically
      by message system when classification level
      entered in the same manner as other classified
      documents

b. If a message is used in correspondence (i.e., as an enclosure) – Overstamp overall classification markings top and bottom center of page
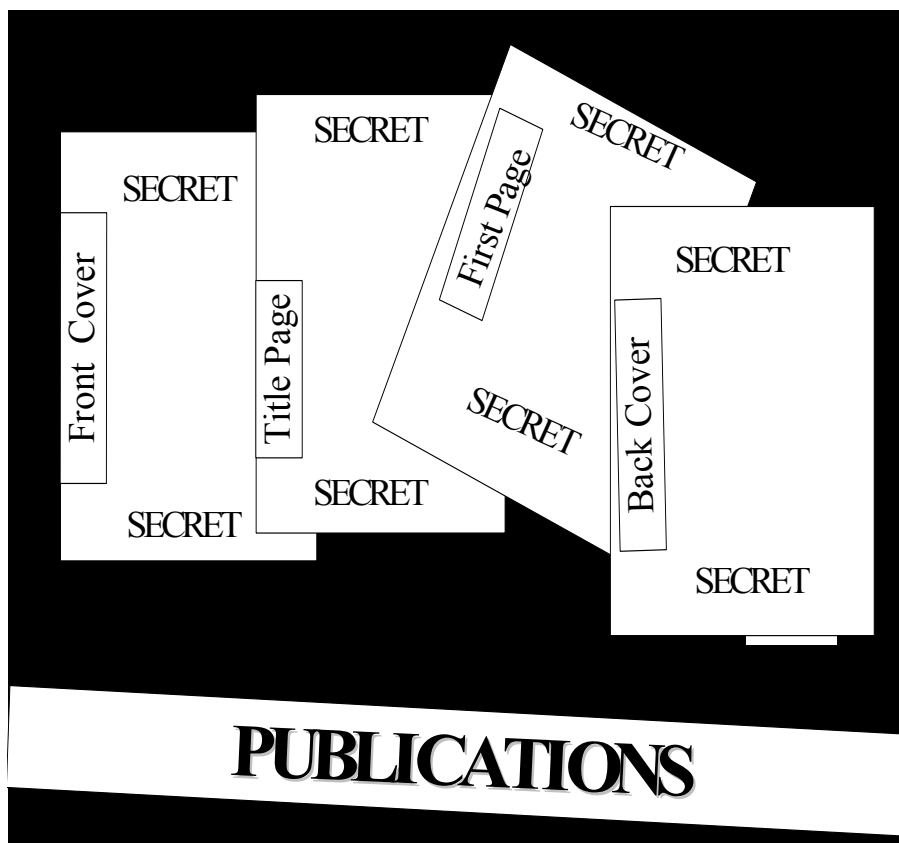
THIS FIGURE IS UNCLASSIFIED BUT MARKED SECRET FOR TRAINING PURPOSES ONLY

Figure 4.1-2. Overall Classification Markings – Publications

D. Portion Markings (ISP 6-5)

1. Mark each portion (section, part, paragraph, or subparagraph) of a classified document to show classification level. Same placement for publications, correspondence and messages(see figure 4.1-1) **THIS REQUIREMENT ALSO APPLIES TO EMAILS ON CLASSIFIED IT SYSTEMS**

2. Eliminate any doubt as to which portions of a document are classified at what level and promote more accurate derivative classification

3.   Individual markings: (U) Unclassified
                            (C) Confidential
                            (S) Secret
   (TS) Top Secret

NOTE: (FOUO) For Official Use Only and (FOUO-LES)
FOUO-Law Enforcement Sensitive may be used vice (U) to
designate unclassified portions containing information
exempt from mandatory public release

4.   Markings placed before text of each portion, after the
portion letter or number (if none then directly before
beginning of portion) (see figure 4-1.1)

   a.   The highest portion classification level in a
         document determines the highest overall
         classification level of that document (see figure
         4.1-3)

   b.   Information extracted from a classified source
         retains the classification markings exactly as
         shown on source material (see figure 4.1-4)

NOTE: Each portion is marked individually according to
its content

5.   Mark figures, tables, graphs, charts, photos and
similar illustrations appearing within document – place
classification markings within, or adjacent to and
write out classification level (e.g., Secret)(Mark
chart, graph, and photo captions or titles also)

6.   Exceptions:

   a.   Naval Nuclear Propulsion Information (NNPI)is
         not portion marked

   b.   Preformatted messages, such as CASREPs and
         similar reporting formats, do not have to be
         portion marked – don't contain identifiable
         portions

   c.   Exceptional situations where portion markings
         are impracticable – place statement on face of
         document describing which portions are
         classified and the level

(For information or waivers of portion markings – see
ISP chapter 6)
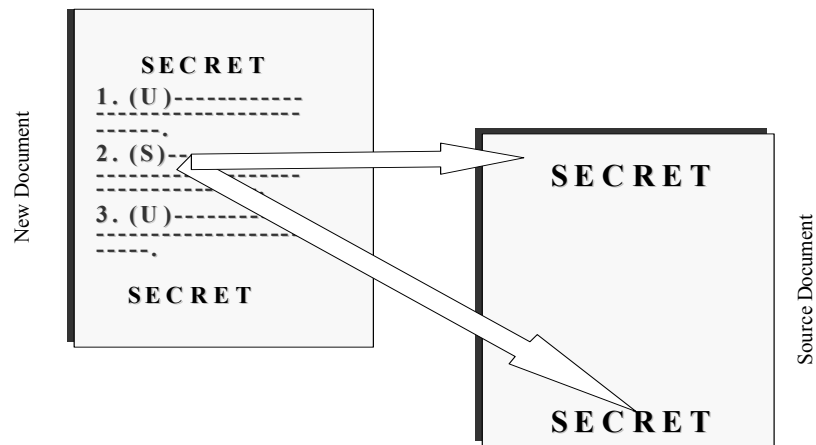
THIS EXAMPLE IS UNCLASSIFIED BUT MARKED SECRET FOR TRAINING PURPOSES ONLY

Figure 4.1-3. Determining Highest Overall Classification Level.
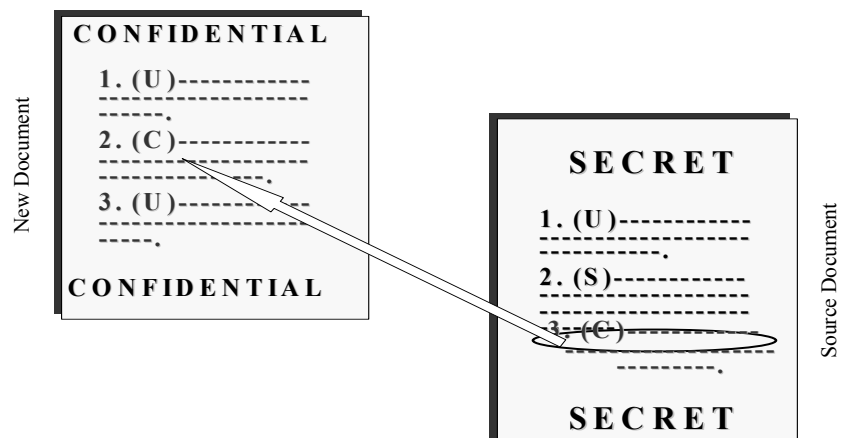
THIS EXAMPLE IS UNCLASSIFIED BUT MARKED SECRET FOR TRAINING PURPOSES ONLY

Figure 4.1-4. Marking Derivatively Classified Documents.

E.   Subjects and Titles (ISP 6-6)

   1.   Mark with appropriate abbreviated classification level
        immediately <u>after</u> subject or title (If subject/title
        used in a reference line, enclosure, or body of
        document mark with subject marking) (see figure 4.1-1)

2.   Whenever possible keep subject/title unclassified. (If classified subject/title is unavoidable add an unclassified short title for reference purposes)

F.   Classification Source (ISP 6-8 and 6-9)

1.   Original – Use words "Classified by" (on messages "ORIG") and OCA position (e.g., MARFORPAC); Original decisions will include a reason line to justify classification action

Example: Classified by: COMLANTFLT
                      Reason: 1.4(a)

NOTE: The reason codes, e.g., "1.4 (a)" come from EO 12958, As Amended. Section 1.4 of EO addresses categories of information which may be classified

2.   Derivative – Use *words "Derived from" (on messages "DERI") and source of information; If more than one source is used put words "multiple sources" for source information*

Example: Derived from: OPNAVINST S5513.3A

Example: *Derived from: Multiple sources*

NOTE: If use one or a limited number of sources (3 or 4) is/are used the sources can be listed on the "Derived from" line. If more than 3 or 4 sources are used put "Multiple Sources" on the "Derived from" line and then maintain a list of those sources at the command

3.   Publications – Place on front cover – lower left hand corner

Example: Original Classification

              Classified by: COMPACFLT
              Reason: 1.4(c)

Example: Derivative Classification

              Derived from: MARFORLANT ltr 5510 S2 of
                             3 Aug 2005

4.   Correspondence - Place on <u>first page only</u>, lower left hand corner (see figure 4.1-1)

5.   Messages – In a set together with declassification/ downgrading instructions. Four fields deal with source of classification

Field 1: (Mandatory) Original or derivative source (abbreviated as "ORIG:" or "DERI" respectively)

Field 2: (Conditional) – Used only for original classification – Provides Reason Code

Examples: ORIG:CINCPACFLT/14D/

DERI:OPNAVINST S5513.5B-37/-/

DERI:MULTIPLE SOURCES/-/

NOTE: The Navy is transitioning to a software application called Common Message Processor (CMP). That system will provide drop down menus for some of the fields to facilitate the process

G.   **Downgrading and Declassification Instructions (ISP 6-10)**

1.   Downgrading instructions – Indicate a change in a document's classification level will occur on a specific date/event. Placed immediately below "Classified by" or "Derived from" line

Example: Downgrade to Confidential on 31 Aug 15

2.   Declassification instructions – Indicate document no longer requires classification after a specific date or event or is exempt from declassification in 25 years

Example: Declassify on: 1 June 2012

3.   Publications - Placed on front cover below "Classified by" and "Reason" lines or "Derived from" line

Examples: Classified by: COMPACFLT
              Reason: 1.4(c)
              Declassify on: 31 Dec 2010

              Derived from: MARFORLANT ltr 5510 S2
                             of 3 Aug 2005
              Declassify on: 4 Aug 2011

NOTE: If downgrading instructions apply they will appear above the "Declassify on" line

4.   Correspondence - Placed directly below the "Classified by" and "Reason" lines or "Derived from" line on first page (see figure 4.1-1)

5.   Messages – Placed together in the classification four field set

      Field 1:   (Mandatory) Classification Authority
      Field 2:   (Conditional) Reason code
      Field 3:   (Conditional) Downgrading and/or
                 Declassification Instructions or Date
                 (abbreviate as "INST" or use "DATE").
      Field 4:   (Conditional) Declassification Exemption
                  Code

      Examples: DECL/DERI:MULTIPLE SOURCES/-/-/X4//

                   DECL/DERI:OPNAVINST S5513.5B-37/-/-
                   /X3//

                   DECL/DERI:USS BLYTHE 221023ZJUN2005/-/
                   INST:DOWNGRADE TO (C) ON 26JUN2007/-/
                   DATE:24DEC2009//

                   DECL/ORIG:COMPACFLT/15D/INST:DOWNGRADE
                   TO (S) ON 24JUN2008/-/DATE:24DEC2012//

6.   Marking from source documents

      a.   If have only one source document – use its declassification instructions, i.e., "Declassify on: 15 Mar 2015"

      b.   If source has an old X (exemption) Code (e.g., Declassify on X1) – Mark the "Declassify on" line with the X Code and the date of the source document **(ISP 6-24)**

            Example: Declassify on: Source marked X3, Date of source: 12 Feb 2000

      c.   Multiple sources (all with dates for Declassification) – use the most restrictive date (e.g., latest date) (see figure 4.1-5)

      d.   Multiple Sources (Dates and/X Codes) – X Codes are most restrictive instructions. If more than one X Code, list Code from most recent source and the date of latest source (see figure 4.1-6)
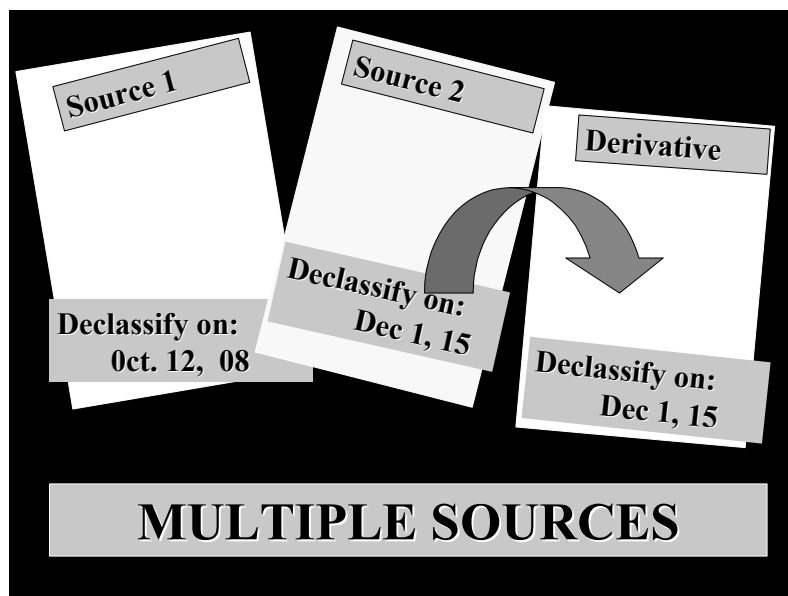   **(ISP 6-24)**

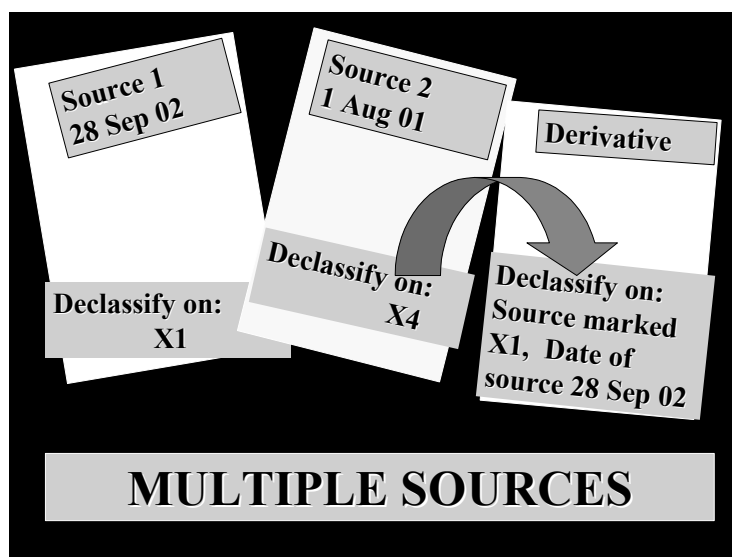**Figure 4.1-5.   Multiple Sources - Declassify on.**

Figure 4.1-6.   Multiple Sources - Declassify on.

    e.   If a source has "Declassify on: OADR" on
derivative document mark "Declassify on: Source
document marked OADR" and include date of source
document **(ISP 6-24)**

H.   Advise holders that the document requires additional
protective measures (e.g., restrictions on reproduction,
dissemination or extraction) **(ISP 6-11)** (see figure 4.1-7)

Full Notice	Short Form	Abbreviated Form (Portion Marking)
"REPRODUCTION REQUIRES APPROVAL OF ORIGINATOR OR HIGHER DOD AUTHORITY"	None	None
"FURTHER DISSEMINATION ONLY AS DIRECTED BY (Insert appropriate command or official) OR HIGHER DOD AUTHORITY	None	None
"RESTRICTED DATA" – "This material contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions."	RESTRICTED DATA	RD
"FORMERLY RESTRICTED DATA" – "Unauthorized disclosure subject to administrative and criminal sanctions. Handle as Restricted Data in foreign dissemination. Section 144.b, Atomic Energy Act, 1954."	FORMERLY RESTRICTED DATA	FRD
"CRITICAL NUCLEAR WEAPONS DESIGN INFORMATION, DOD DIRECTIVE 5210.2 APPLIES"	CNWDI	(N)
(NNPI Special Distribution Control Markings)		
"NOFORN" – NOT RELEASABLE TO FOREIGN NATIONALS *(NNPI Special Distribution Control Markings)*	NOFORN	None
"SPECIAL HANDLING REQUIRED" – NOT RELEASABLE TO FOREIGN NATIONALS *(NNPI Special Distribution Control Markings)*	None	None
"THIS DOCUMENT (or material) IS SUBJECT TO SPECIAL EXPORT CONTROLS AND EACH TRANSMITTAL TO FOREIGN GOVERNMENTS OR FOREIGN NATIONALS MAY BE MADE ONLY WITH PRIOR APPROVAL OF THE COMNAVSEASYSCOM"	None	None
(NC2-ESI Warning Notice)		
Mark per CJCSI 3231.01B, Nuclear Safeguarding Nuclear Command and Control Extremely Sensitive Information	None	None
(COMSEC)		
"CRYPTO" (Identifies all COMSEC documents and keying material which is used to protect or authenticate classified or sensitive unclassified government or government-derived information.) Mark COMSEC documents (or material) likely to be released to contractors with: "COMSEC Material – Access by Contractor Personnel Restricted to U.S. Citizens Holding Final Government Clearance."	CRYPTO	None

Figure 4.1-7. Warning Notices.

1.   Dissemination and reproduction warning notices – Place
on face of the document at bottom center of the page
above the classification level

2.   Restricted Data and Formally Restricted Data
      (RD/FRD)(see figure 4.1-8)

SECRET

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

                                        5510
                                        Ser N09N2/9S123456
                                        (Date)

SECRET/RESTRICTED DATA/CRITICAL NUCLEAR WEAPONS DESIGN INFORMATION

From: Chief of Naval Operations
To: Commanding Officer, Naval Research Laboratory

Subj: MARKING RD (INCLUDING CNWDI) AND FRD (U)

1. (S/RD) Portions containing Restricted data shall have the abbreviated
marking "RD".

2. (C/FRD) Portions containing Formerly Restricted Data shall have the
abbreviated marking "FRD".

3. (S/RD) (N) Restricted Data portions that are also Critical Nuclear Weapons
Design Information shall be marked with "N" in separate parentheses following
the classification level portion marking. CNWDI is always Top Secret or Secret
RD.

4. (U) Mark the face of documents containing RD (including CNWDI) and FRD with
the applicable warning notice at the lower left corner. These documents shall
not be marked with downgrading or declassification instructions. If a document
contains both RD and FRD, overall markings will reflect only the RD marking as
this marking takes precedence.

                                        J. SMITH
                                        Security Manager

Derived from: CG-W-5

"RESTRICTED DATA"
     "This material contains Restricted
Data as defined in the Atomic Energy
Act of 1954. Unauthorized disclosure
subject to administrative and criminal
sanctions

"CRITICAL NUCLEAR WEAPONS DESIGN INFORMAION, DOD DIRECTIVE 5210.2 APPLIES"

SECRET

*THIS PAGE IS UNCLASSIFIED BUT MARKED"SECRET/RESTRICTED DATA/CRITICAL NUCLEAR
WEAPONS DESIGN INFORMATION" FOR TRAINING PURPOSES ONLY*

Figure 4.1-9. Applying Warning Notices.
(This example comes from Chapter 6 of the ISP)

   NOTE: Documents with this Warning Notice do not have
Declassification or Downgrading Instructions

      a.   Publications - Place full notice on face of document, lower left hand corner. Use abbreviated form as a portion marking (e.g., "S/RD")

      b.   Correspondence - Place short form after overall classification above "from line" and full notice below "Classified by" and "Reason" lines or "Derived from" line. Use abbreviated form as a portion marking (see figure 4.1-9)

      c.   Messages - Place short form after overall classification (first line of text). Use abbreviated form as portion marking

3.   Critical Nuclear Weapons Design Information (CNWDI) – Same placement as for RD/FRD above

    NOTE: If document contains CNWDI it will also be marked as RD or FRD. Example of a portion marking "(S/RD)(N)"

4.   Naval Nuclear Propulsion Information (NNPI)

      a.   "NOFORN" marking when it appears on NNPI is as a Warning Notice

      b.   Requirements for markings set forth in NAVSEAINST C5511.32 series and CG-RN-1 (Rev 3) (DOE-DOD document)

5.   Nuclear Command and Control- Extremely Sensitive Information (NC2-ESI)

    See CJCSI 3231.01B, Nuclear Safeguarding Nuclear Command and Control Extremely Sensitive Information, for marking requirements and how to remark active SIOP-ESI information

6.   COMSEC – EKMS-1 contains requirements for proper use and placement

I.   Intelligence Control Markings   (ISP 6-12)

1.   Intelligence Control Markings – Used on classified information containing intelligence information (see figure 4.1-10)

Full Marking	Short Form	Abbreviated Form (Portion Marking)
"DISSEMINATION AND EXTRACTION OF INFORMATION CONTROLLED BY ORIGINATOR" (Most restrictive intelligence control marking. Used only on classified intelligence that clearly identifies or would reasonably permit ready identification of intelligence sources or methods that are particularly susceptible to countermeasures that would nullify or measurably reduce their effectiveness.)	ORCON	OC
"CAUTION – PROPRIETARY INFORMATION INVOLVED" (Used to identify information provided by a commercial firm or private source under an expressed or implied understanding that the information shall be protected as a trade secret or proprietary data believed to have actual or potential intelligence value. Used on U.S. Government proprietary data only when the U.S. Government proprietary information can provide a contractor(s) an unfair advantage such as U.S. Government budget or financial information.)	PROPIN	PR
"NOT RELEASABLE TO FOREIGN NATIONALS" (Used to identify classified intelligence which the originator has determined may not be disclosed or released, in any form, to foreign governments, international organizations, coalition partners, foreign nationals, or immigrant aliens without originator approval. Not authorized for use in conjunction with "REL TO" marking.)	NOFORN	NF

Figure 4.1-10. Intelligence Control Markings.

    2.   Publications (see figure 4.1-11)

        a.   Place full marking on face of publication at bottom center of page

        b.   Use abbreviated form as a portion marking and for subjects/titles

        c.   Place short form at bottom of applicable page(s) next to overall classification marking (not required for front cover)

        d.   Tables, figures, and charts – Use short forms to identify

```
                    Interior Page          Cover
                 ┌──────────────────┬──────────────────┐
                 │     SECRET       │     SECRET       │
                 │                  │                  │
                 │                  │                  │
                 │ 6. (S/NF) ------------------------  │
                 │ ----------------------------------  │
                 │ --------------.                     │
                 │                  │                  │
                 │                  │                  │
                 │                  │                  │
                 │                  │ NOT RELEASABLE TO│
                 │                  │ FOREIGN NATIONALS │
                 │  SECRET/NOFORN   │     SECRET       │
                 └──────────────────┴──────────────────┘
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THIS FIGURE IS UNCLASSIFIED BUT MARKED SECRET FOR TRAINING PURPOSES ONLY

Figure 4.1-10 Intelligence Control Markings - Publications.

3.   Correspondence (see figure 4.1-11)

   a.   Place full notice after overall classification 2 lines above "From" line

   b.   Use abbreviated form for portion markings and for subjects

   c.   Put short form at bottom of applicable pages next to overall classification (not required for first page)

4.   Messages – Place short form after overall classification (first line of text) and use abbreviated form as portion markings

NOTE: "**Associated Markings**" is a term which includes those markings that identify the source of classification, downgrading and declassification instructions, warning notices, intelligence control markings and other miscellaneous markings **(ISP 6-1)**

SECRET
Department of the Navy
---letterhead-----

5510
Ser N1/S402
12 Dec xxxx

SECRET- Not Releasable to Foreign Nationals
From: Chief of Naval Operations
To: Recipients

Subj: MARKING ELEMENTS (U)

1. (U) There is no classified information contained in this paragraph, therefore it is marked with designation "U" in parentheses.

2. (S) This paragraph contains secret information, therefore it will be marked with the designation "S" in parentheses.

3. (C/NF) The highest level of information in this paragraph is confidential, therefore it will be marked with the designation "C" in parentheses.

Derived from: OPNAVINST S5513.3A
Declassify on: 7 Jan xx

SECRET

THIS LETTER IS UNCLASSIFIED BUT MARKED SECRET FOR TRAINING PURPOSES ONLY

Figure 4.1-11. Intelligence Control Markings – Correspondence.

J.   Other Marking Situations

1.   "Release To" (REL TO) Marking **(ISP 6-13)**

a.   Identifies classified information an originator has predetermined to be releasable or has been released through established foreign disclosure procedures and channels, to the foreign country(ies)/international organizations indicated. Further foreign dissemination must be authorized by originator

      b.   Previously only approved as an Intelligence Control Marking; use expanded to apply to all classified military information deemed releasable by an approved foreign disclosure authority

      b.   Cannot be used with NOFORN on page markings – NOFORN takes precedence for top and bottom page markings (NOFORN remains as an Intelligence Control Marking only)

      c.   How to mark (see figure 4.1-12)

          (1) Full marking REL TO USA//applicable country trigraphs, international organization or coalition force tetragraph, in alphabetical order, separated by commas, appear top and bottom of front cover, title page, first page and outer back cover

              Example: TOP SECRET//REL TO USA, EGY, ISR

          (2) Portion Marking: TS//REL can be used without listing of countries if countries are the same as those listed top and bottom of page. If not must mark as part of portion marking

              Example: Overall document marking is SECRET//REL TO USA, NZL, NATO, however the portion marking may be (S//REL TO USA, AUS, NZL, NATO) to indicate that the information contained within this portion is also releasable to Australia

          NOTE: Existing documents originally marked "NOFORN" must be reviewed by the approved foreign disclosure authority and when deemed releasable, remarked prior to release to foreign nationals

2.   NATO or FGI **(ISP 6-16)**

      a.   A document classified by a foreign government or international organization retains its original classification designation or is assigned an U.S. classification equivalent; assignment of U.S. designation does not require OCA

      b.   NATO marking requirements:

SECRET//REL TO USA, EGY, ISR//

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350-2000

5510
Ser N09N2/9S123456
(Date)

SECRET//RELEASABLE TO USA, EGY, ISR//

From: Chief of Naval Operations (N09N2)
To: Commanding Officer, Space and Naval Warfare Systems Center

Subj: SAMPLE "REL TO" RELEASABLE TO FOREIGN NATIONALS CAVEAT (U)

1. (S//REL) The full marking "REL TO USA//applicable country trigraph(s), international organization or coalition force tetragraph" shall be used after the classification and will appear at the top and bottom of the front cover, title page, first page and outside of the back cover, as applicable.

    a. (C//REL) "REL TO" must include country code "USA" as the first country code listed, with the country trigraphic codes and international/coalition tetragraphic codes listed in alphabetical order.

    b. (S//REL) Information that is releasable to all the countries listed at the top and bottom of the page shall be portion marked "REL."

    c. (C//REL) "REL TO" cannot be used with "NOFORN" on page markings. When a document contains both "NOFORN" and "REL TO" portions, "NOFORN" takes precedence for the markings at the top and bottom of the page.

2. (S//REL TO USA, AUS, EGY, ISR) Countries do not need to be listed unless they are different from the countries listed in the "REL TO" at the top and bottom of the page. This indicates that the information contained within this portion is also releasable to Australia.

                                    J. SMITH
                                    By direction

Derived from: OPNAVINST S5513.5B-(10)
Declassify on: 11 Oct 2015

SECRET//REL TO USA, EGY, ISR//

This page is unclassified but marked "SECRET/RELEASABLE TO USA, EGY, ISR//" for training purposes only

Figure 4.1-12. Applying "REL TO" Markings.
(This example comes from Chapter 6 of the ISP)

         (1)   Mark documents on the cover or first page with: "THIS DOCUMENT CONTAINS NATO CLASSIFIED INFORMATION"

         (2)   Mark portions to identify NATO information and classification level (e.g., NATO/S or NATO/C)

   c.   NATO RESTRICTED Information – When NATO or foreign government RESTRICTED information is included in an otherwise unclassified DON document, mark face of the document with the following statement:

       "This document contains NATO RESTRICTED information not marked for declassification (date of source) and shall be safeguarded in accordance with USSAN 1-69"

         (1)   Mark each applicable page, top and bottom, with the following statement: **(ISP 6-15.2)**

             "This page contains NATO RESTRICTED information"

         (2)   Mark portions accordingly, e.g., NATO/R

   d.   FGI marking requirements: (See ISP Chapter 6, paragraph 6-16 for guidance)

3.   Compilation **(ISP 6-19)**

   a.   When combining individual items of unclassified or classified information, classification or higher classification by compilation may result. Based on existing SCG or an original decision by an OCA

       NOTE: Classification by compilation is rare and in order to qualify for classification, something not already identified in the individual parts must be revealed

   b.   Marking requirements

         (1)   Place statement on face of document to include: Fact that individual parts are of a lower classification level; Reason why the compilation warrants a higher classification; and Authority for compilation classification

        (2)   Mark each portion with classification level or indicate portion unclassified and mark face of document and interior pages with level which is the result of compilation

4.   Marking Components – Mark major components (e.g., annexes, appendices, enclosures, computer printout portions, emails) which can be used independently as individual documents (see figure 4.1-13) **(ISP 6-22)**

    a.   Include all required markings which apply

    b.   If component is unclassified: Mark first page "UNCLASSIFIED" at top and bottom; on face of component, state entire component is unclassified ("ALL PORTIONS OF THIS (enclosure, appendix, annex) ARE UNCLASSIFIED
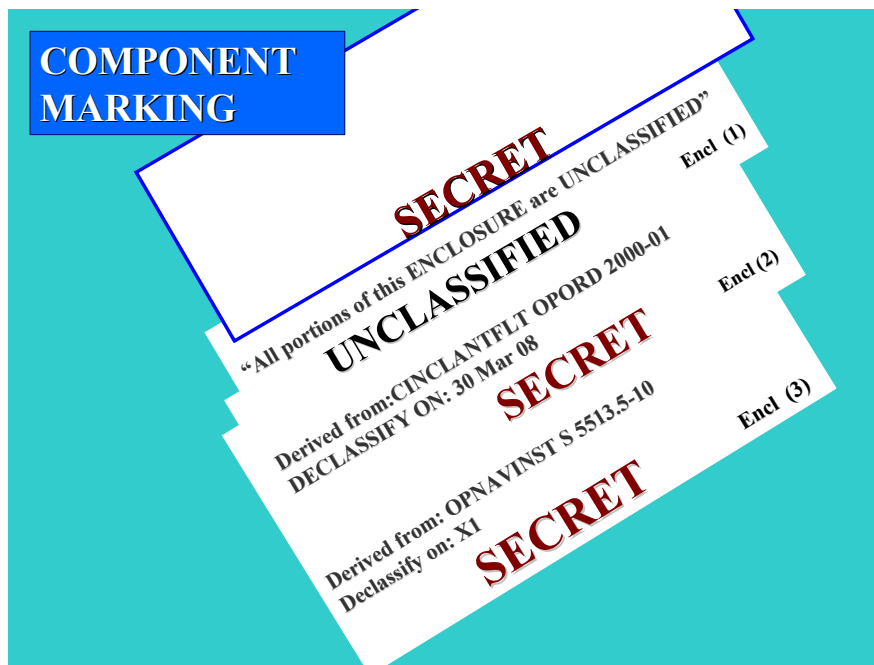
THIS FIGURE IS UNCLASSIFIED BUT MARKED SECRET FOR TRAINING PURPOSES ONLY

Figure 4.1-13.   Component Marking.

5. SIPRNET marking   **(ISP 6-1)**

Electronic mail messages transmitted over the SIPRNET, whether the actual contents are classified or not, are to be marked in a manner similar to classified correspondence (See figures 4.1-14 & 15)

Figure 4.1-14   SIPRNET Marking, Classified E-mail.

Figure 4.1-15.   SIPRNET Marking, Unclassified E-mail.

NOTE: If accredited to receive NATO over SIPRNET, must also add "NATO" to the SIPRNET header and meet other access requirements (i.e., NATO briefing)

6.   Letters of Transmittal **(ISP 6-25)**

    a.   Classified letters of transmittal

        (1)   Marked as any other document with the overall classification at highest level of enclosure(s); provide instructions at top left hand corner indicating classification level of transmittal letter without classified enclosures (if enclosures classified higher than letter)

        (2)   If any enclosure contains warning notices or intelligence control markings, carry forward to the letter of transmittal

    b.   Unclassified letter of transmittal transmitting classified enclosures or attachments:

        (1)   Mark only the face of the letter top and bottom center with the highest overall classification level of all its enclosures or attachments

        (2)   At the top left corner of the letter, 2 lines above "From" line, provide instructions indicating the highest overall classification level of the enclosures, to include warning notices and intelligence control markings, followed by the statement – "Unclassified upon removal of enclosures" (see figure 4-1-16

        (3)   Interior pages of an unclassified letter of transmittal need not be marked or may be marked as "UNCLASSIFIED"

    c.   Enter portion, subject and associated markings <u>only</u> when the transmittal letter itself is classified

    d.   Endorsements have the same marking requirements

THIS LETTER IS UNCLASSIFIED BUT MARKED SECRET FOR TRAINING PURPOSES ONLY

Figure 4.1-16.   Letter of Transmittal.

7.   Charts, Maps, Drawings **(ISP 6-28)** (see figure 4.1-17)

    a.   Mark overall classification top and bottom center

    b.   Place the classification of the legend, title block, or subject after the text

    c.   Include all associated markings

    d.   If markings might be covered by folding or rolling place the highest overall classification level where it is clearly visible when rolled or folded
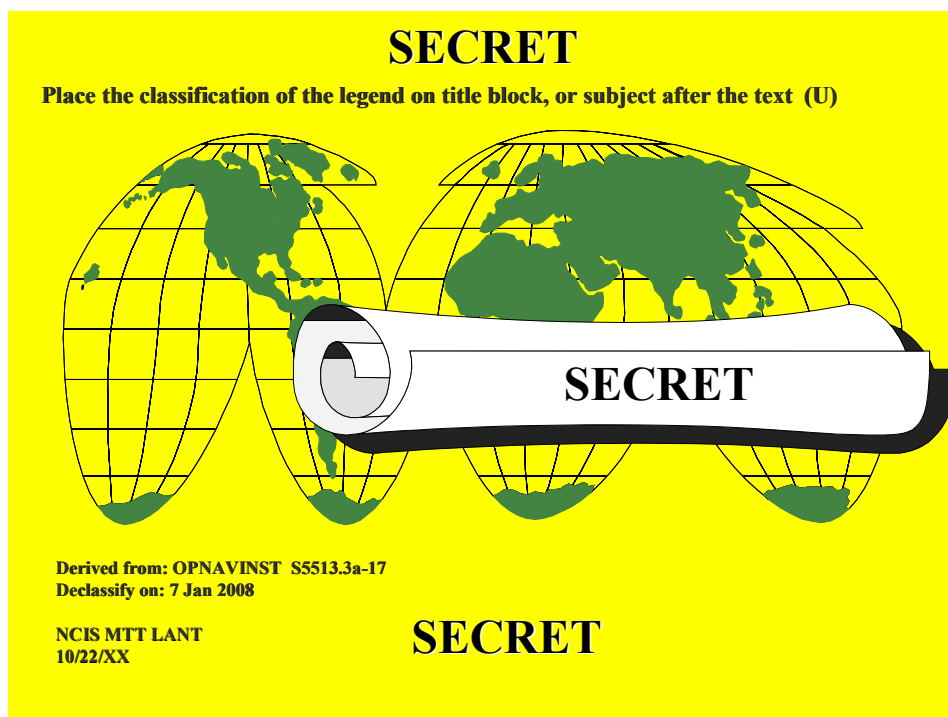
THIS CHART IS UNCLASSIFIED BUT MARKED SECRET FOR TRAINING PURPOSES ONLY

Figure 4.1-17.   Marking a Map.

8.   Photographs   **(ISP 6-29)**

   a.   Mark classified photographs and negatives with
         their highest overall classification level and all
         applicable associated markings.

   b.   Classified digital photographs must be properly
         marked, as well as any removable media used with
         the digital camera that retains memory

9.   Classified Briefing Slides (e.g., PowerPoint)/
      Transparencies   **(ISP 6-30)**

   a.   Mark with the highest overall classification level
         and all applicable associated markings on the
         image area, border, holder or frame

   b.   Portion mark the information in the image area of
         the item

   c.   If a group of classified briefing slides is used
         and maintained together as a set:

- Mark only first slide with highest overall
  classification level and all associated markings
- Mark all other slides/transparencies in set with
  overall classification level and short form of
  all applicable warning notices and intelligence
  control markings.
- If a slide is permanently removed from set must
  be marked as a separate document

10. Recordings **(ISP 6-32)**

    a.   Make clearly audible statement announcing
classification level at the beginning and end of
each sound or electronic recording

    b.   Mark recording reels, cassettes, and containers
with the overall classification level and all
applicable associated markings

11. Motion picture films, videotapes, and DVDs **(ISP 6-31)**

    a.   Mark highest overall classification level and
associated markings at beginning and end of
played or projected portion

    b.   Make clearly audible statement announcing overall
classification level at beginning and end of any
motion picture film, videotape, or DVD

    c.   Mark motion picture reels; videotape cassettes,
DVDs and containers with the overall
classification and all associated markings

12. Training or Testing documents **(ISP 6-21)**

    a.   Mark unclassified training or testing documents,
which are marked classified for training or
testing purposes only with: "THIS PAGE IS
UNCLASSIFIED BUT MARKED AS (insert classification)
FOR TRAINING (or TESTING) PURPOSES ONLY"

    b.   Mark all applicable pages of an unclassified test
document which will become classified when filled
in as follows: "THIS (document, page, test, logs,
worksheets, etc.) IS UNCLASSIFIED BUT (insert
classification) WHEN FILLED IN"

13. Controlled Unclassified Information (CUI) **(ISP 6-11)**

    a.   Documents containing FOR OFFICIAL USE ONLY (FOUO)

       – Mark bottom front cover, interior pages and
         outside back cover with "FOR OFFICIAL USE ONLY"
       - Portion marks all portions, subjects/titles
         requiring protection

    b.   Documents containing FOUO-Law Enforcement
       Sensitive (LES)

       - Mark in same manner as FOUO adding LES to
         marking
       - FOUO-LES takes precedence over FOUO information

14. Security Discrepancy Notice(OPNAV 5511/11) – Used to
notify originator that transmitted classified
information was incompletely or improperly marked (see
student CD for form)   **(ISP Exhibit 12E)**